

I have received a copy of the

***Building/Facilities Safety Orientation
Building 362
ESH Training Course 108362***

dated January 2000,
and I have read and understand
the information provided.

Print Name

Badge No.

Signature

Date

Return to Amy Singletary, ES, Bldg. 362

Building/Facilities Safety Orientation Building 362

ESH Training Course 108362

Safety Orientation for Building 362

Protection of the environment and the well being of employees and visitors is a responsibility shared by all Argonne employees, workers and management alike. By means of this document, Building 362 management will provide you information that you need to know as a building occupant. In turn, you are responsible for following ANL, Building 362 and divisional work rules, including the reporting of hazards.

It is a matter of ANL policy that no work is so important that it should be performed without consideration of safety. This orientation provides basic information you need to know about Building 362. Although you should retain this document for future reference, your most important source of information is your supervisor.

Building 362 is a 5-floor multi-use building containing offices, laboratories, an auditorium and shops. It is occupied by several divisions, each of which has its own job-specific work rules. Your respective division will provide you with an orientation to such rules. The remainder of this document addresses matters applicable to the entire building.

Special Hazards

Many laboratories in Building 362 perform experiments involving hazardous chemicals. Several laboratories contain small quantities of radioactive materials, x-ray generators and high-powered magnets. Mechanical and electrical hazards are present on the service floor, in shop areas, and in some laboratories.

The entrances to a number of laboratories and other areas in the building are posted with warnings and special requirements for entry. Heed these warnings and follow all posted requirements. Enter posted areas only if you have completed required safety orientations and have both authorization to enter and a need to enter.

When to Dial 911

Dial 911 immediately if you:

- See evidence of a fire or other accident.
- Become injured or become aware of injury to another person.
- Sense **any** other possible emergency.

When in doubt, dial 911 - no one will fault you for sounding a false alarm.

Alarms and Warning Systems

If you hear the building evacuation announcement or alarm, proceed calmly to the NEAREST available exit and, once outside, proceed to the front of the building, where you should remain clear of all exits and roadways so you will not hamper emergency team efforts or endanger yourself. Always respond to alarms, even if you have reason to believe it is a drill. For information and direction, look for an Area Emergency Supervisor, who will be wearing an orange hat with the letters AES.

To hear a recording of on-site emergency warning signals, dial 2-3342 from an ANL phone.

Fire/Explosion

Become familiar with the building layout and memorize two escape routes from your work area to the outside. There are graphic postings on the walls throughout the hallways which illustrate exit routes.

Note the locations of fire extinguishers. Never fight a fire unless your own safety is threatened. Dial 911 from a safe location and stay on the line until you are advised to hang up.

Personal Injury and Illness

If you believe that you may require medical assistance dial 911. If you require assistance as the result of an injury, it is ANL policy that you inform your supervisor as soon as possible. If a supervisor is not available contact one of the persons listed in the "Information and Assistance" section of this document.

If you observe or are involved in one of the following emergencies, dial 911 for assistance. If there is a threat to your safety, leave the area immediately and place your call from a safe location; radiation incident, tornado sighting, hazardous material release, security incident/accident, vehicle accident or a utility failure.

Location of Tornado Shelter

The main shelter for Building 362 is the marked areas of the service floor (basement). It is important that you stay clear of any exits while in the shelter so that emergency actions are not hindered.

Exits

All exits and paths to exits in Building 362 are for the benefit of all occupants. These exits are illustrated on graphic posting located on the walls of the corridors. With the exception of the auditorium, all doors in the building are regular exits and neither the path to any door, the portal itself, or the area immediately outside any door should be obstructed by personal effects or business-related items. This prohibition is in effect at all times. At the discretion of the Building Administrator offending items will be removed by ANL riggers and associated costs charged to the responsible division. The doors leading directly to the outside from the auditorium are emergency exits only.

Building Access

With the exception of the high bay and auditorium, the building is unlocked at all times and accessible 24 hours a day.

Information on Hazardous Chemicals

Your supervisor will provide you with guidance on hazards, precautions, and symptoms of overexposure associated with hazardous chemicals used in your work area. If you are not required to work in a laboratory area then you are prohibited from entering unless you have received permission from the Laboratory Custodian and are aware of the hazards associated with that particular lab. Information on chemicals used in other nearby work locations can be obtained from the responsible division's ESH Office. (See the "Information and Assistance" section of this document).

Written guidance on chemical hazards can be obtained from the Material Safety Data Sheet (MSDS) for the substance. An MSDS for each hazardous chemical used in the building is available. To learn how to gain access to MSDS's that cover chemicals used in areas you frequent, contact your supervisor or your division's ESH Coordinator.

Safety in Personal Work Area

Your supervisor is responsible for explaining any potential hazards and precautions necessary in your work area. You are responsible for performing your job in a safe manner, such as wearing appropriate protective equipment. Your supervisor is also responsible for informing you of the procedure to obtain personal protective equipment and laboratory clothing if your job requires these items.

Always stay alert for unusual events or objects. If you encounter a questionable object or witness an unusual event, tell your supervisor immediately! If your supervisor is unavailable, contact one of the people identified under the "Information and Assistance" section on the last page of this document. Explain the situation to them and follow their instructions. Do not handle or carry questionable items. Bring help to the problem rather than carrying the problem around looking for help.

Snow Removal

If possible, on days when snow removal from parking lots and walkways is required, schedule your arrival for 8:00 a.m. or later. Crews will be able to remove the snow more effectively, and you will have safer access to the building.

Parking

Parking for Building 362 is located in the front of the building, on the east side of the high bay, and in the parking lot to the east of the access road on the east side of the building. If no parking is available in these areas, there is additional parking to the north of Building 360. Restricted parking areas are indicated with either signs or paint.

Radiation Dosimetry

If you or a visitor that you are escorting requires a radiation exposure dosimeter, obtain one through your division's ESH Office. If you cannot obtain the assistance you require in a timely manner, contact ESH-Health Physics, Building Area 360 office at ext. 2-4905.

Other Safety and Health Concerns

If you or a visitor under your escort observes a hazardous situation or has another concern relating to a safety or health issue, contact your division's ESH Office. If you cannot obtain the assistance you require in a timely manner, contact the Building Administrator.

Prohibited Articles

The following are prohibited articles site-wide except where job-related or noted. Those in possession of these items are subject to disciplinary action.

- alcoholic beverages except at ANL sponsored functions
- illegal drugs
- hazardous materials
- explosives and incendiary devices
- firearms/weapons
- radioactive sources

Smoking Regulations

Smoking is prohibited in all public areas (i.e., hallways) of Building 362, the auditorium, all conference and meeting rooms, trailers and offices where there is more than one occupant and at least one is a non-smoker.

Smoking is not allowed at the entrance to Bldg. 362. Ashtrays are provided for smokers on the east and west ends, and the rear of the building. Cigarettes should be properly disposed of in the receptacles mounted near the front of the building.

Visitor Procedures and Responsibilities

If you sponsor a visitor, you are responsible for the visitor's actions and safety. He/she will be expected to comply with ANL and divisional policies and procedures and you should be present whenever the visitor is in a controlled area. Foreign nationals have clearance requirements. Work with your division office to complete proper paper work for foreign nationals.

Access to Children

Children are welcome to visit. However, according to ANL policy, they are not to spend the majority of the day or all day in the building while parents are working. In addition, they should be escorted at all times and are not permitted to enter any areas where there may be any electrical, chemical, physical or radiological hazards!

Persons Requiring Assistance During Emergencies

Employees with disabilities should make arrangements through their divisional ESH Coordinator to have at least two people assigned the responsibility of providing needed assistance in the event of an emergency, i.e., fire or tornado warning.

Medical Waste

Medical waste such as bandages and dressings which resulted from injections, lacerations, infections, etc. should not be disposed in general waste receptacles. ESH-HP should be contacted at extension 2-4905. They will survey the waste and dispose of it properly.

Lockers

If you would like a locker, contact the Building Administrator. You can utilize your own lock, or you can request a padlock.

Contacts for Information and Assistance

Energy Systems

Position	Name	Room	Phone
Division ESH Coordinator	Amy Singletary	362/E377	2-0484
Chemical Hygiene Officer	Amy Singletary	362/E377	2-0484
Environmental Compliance Representative	Amy Singletary	362/E377	2-0484
Quality Assurance Representative	Linda Pierce	362/B305	2-3857
Training Management System Representative	Amy Singletary	362/E377	2-0484

High Energy Physics Division

Position	Name	Room	Phone
Division ESH Coordinator	Don Jankowski	362/F216	2-6335
Chemical Hygiene Officer	Don Jankowski	362/F216	2-6335
Environmental Compliance Representative	Don Jankowski	362/F216	2-6335
Quality Assurance Representative	Bill Haberichter	362/E124	2-7525
Training Management System Representative	Ivars Ambats	362/E112B	2-6189

Technology Development

Position	Name	Room	Phone
Division ESH Coordinator	John Phillips	360/L177	2-5189
Chemical Hygiene Officer	Vincent Novick	360/L173	2-6629
Environmental Compliance Representative	John Phillips	360/L177	2-5189
Quality Assurance Representative	Thomas Clayton	360/A137	2-3398
QA Coordinator	John Phillips	360/L177	2-5189
Training Management System Representative	Sandra Rodeghero	360/L101	2-5255

General 362 Safety Personnel

Position	Name	Room	Phone
Building Manager	Midge Urban	362/E385	2-3724
Area Emergency Supervisor	Amy Singletary	362/H308	2-0484
Industrial Hygiene & Safety	Jim Woodring	200/L172	2-5641
Health Physics	Bruce Murdoch	200/L158	2-4905
Waste Management	John Herman	306/L111	2-6348
Building Maintenance	Gerry Mallizzio	360/L029	2-7022
Building Custodians	Patricia Carson	362/F025	2-9802
Emergency			911
ANL Security			2-5731

